1 September 1994 (Draft)

Attention: Peggy Lauer
Jerry George
Beau Takahara

Memo to: Reed
From: Tano
Re: September

In light of the decisions effected yesterday with the staff, the Board asked me to clarify your situation with you. Further, your memo was distributed and was well received. Here's what we'd like you to do with regard to your arrangement at POINT:

- continue your work in the publisher's role at WER:
  - supervising circulation efforts with distributors
  - developing and implementing subscriber/membership programs
  - coordinating with the printer and production team
  - supervising fulfillment/renewal function
  - supervising promotional efforts
  - coordinating efforts to identify and collect past due accounts

- continue to develop an advertising sales program for WER, focusing for now on WER 84 as discussed yesterday (on a commission basis, as agreed)

- update the Board regularly (weekly)

As you know, all staff were laid off yesterday, for at least one month, including Lois (who is essentially a temp). We expect a reasonable number to be able to volunteer to complete WER 84 and keep the lights and phones on. In all fairness, what we should do is terminate your current consulting agreement (this is 30 day notice) and spend some time this month working on a new arrangement to commence after this special period. It is clear that the publisher should be a full time salaried employee; it's also clear that alternative structures are possible and you have addressed some in your memos and conversations. We are delighted with your enthusiasm and expertise, and are relying on you to help make WER 84 as successful as possible; we are committed to considering any practical proposals for going ahead with WER, and we are open to suggestions about other appropriate business opportunities.

(Comments, suggestions?)